

HAMILTON COUNTY
BOARD OF MENTAL RETARDATION & DEVELOPMENTAL DISABILITIES

BOARD MEETING
Tuesday, January 10, 2006

BOARD MEMBERS PRESENT: Mrs. Shelley Goering, President
Mrs. Lynn K. Sundermann, Secretary
Mr. Robert Hall
Mr. Martin Miller
Mr. Scott Harsh

ABSENT: Mr. Gregory Webb, Vice President

Mrs. Goering called the December 13, 2005 meeting to order at 5:07 p.m.

Mrs. Goering stated that, as it was the Board's Annual Organizational Meeting, nominations for officers for 2006 were in order. **Mr. Miller nominated the following slate of officers:**

Mrs. Goering - President

Mr. Webb - Vice President

Mrs. Sundermann - Secretary

Mrs. Goering asked if there were additional nominations. Finding none, Mrs. Goering declared the nominations closed. **A vote was called. Mr. Miller moved approval for the slate of officers as nominated. Mr. Harsh seconded the motion and the full slate was elected unanimously.**

Mrs. Goering thanked Mrs. Sundermann and Mr. Webb for serving on the Ethics Council in 2005, and asked for volunteers to serve for 2006. Mr. Miller and Mrs. Sundermann volunteered to serve on this council, and they and Mr. Webb were duly appointed by Mrs. Goering.

Mr. Hall moved approval of the minutes of the December 13, 2005 Board Meeting as mailed. Mr. Miller seconded the motion, and it passed unanimously.

SUPERINTENDENT'S REPORT – Reported by Ms. Phipps

Ms. Phipps updated the Board on the following issues.

We have received confirmation that Mr. Webb's reappointment to the Board is to be on the Board of County Commissioner's agenda on January 11, 2006. There is still no word on who will be appointed to fill the open position on the Board.

The Adult Service Department is progressing in lowering enrollment of the adult centers. The goal is for each center to have 185 individuals or fewer enrolled. Current enrollment is Beckman -181, Franks -192, Kidd -192, and Jackson -166. First estimates indicate that we will be able to serve all students graduating from our schools who are appropriate for placement. Transition of the Mobile Work Crew operation to private providers continues, with Goodwill taking over the work sites in phase II.

The mini in-service on Cultural Competency, scheduled for tonight's Board meeting, has been postponed until February.

The Community Services department has been working tirelessly to get all new contracts signed for 2006 so that service delivery and provider payment is not interrupted.

The annual awards banquet will be held on Monday, March 6. Ms. Phipps encouraged all Board members to attend to celebrate the outstanding work done in 2005.

Ms. Phipps and Mr. Landers met with the Board of County Commissioners on January 9 to discuss the private analysis done by experts from Procter & Gamble, which indicated that purchasing a building as opposed to renting office space was a fiscally responsible move. The County Commissioners have given approval for a letter of intent to be sent to the seller to begin the negotiation process. Ms. Phipps thanked Bill Stautberg and the County Commissioners for moving so quickly on our request.

The Help Me Grow process, which involves services to children age zero to three, is still experiencing problems. In spite of our efforts to decrease the family's time waiting for service delivery, there are currently 116 children referred for services who have not yet been assigned a service coordinator by Lighthouse Youth Services, some of which were referred for services as far back as November 2005.

Thanks to the efforts of Cindy Noeth, Nurse Educator, and Kate Hawkins, Community and Legislative Liaison, we have received a grant from Speaking of Women's Health to present a health seminar for women with disabilities. The seminar will be held at Cincinnati State on April 11, 2006.

The Adult Services department has received the services of a member of Public Allies to develop non-vocational curriculums. Talisha Lancaster will be working with Peggy Kurz and the Directors of the adult centers on this project through July.

We have received confirmation that our CARF survey will be conducted on March 8, 9 and 10.

FINANCIAL REPORT – Reported by Mr. Landers

Craig Landers, Director of Business Services, reviewed the financial report for the month of December 2005.

Mr. Landers informed the Board that revenues are approximately \$2.6 million under plan, primarily due to the cessation of the CAFS program in July and the decision to bill the local school districts for their portion of the costs of serving their students at the end of the school year as opposed to monthly. Billing for the Day Habilitation program (which was created to partially replace the CAFS program) has begun, but payment has not yet been received. Mr. Landers further stated that expenses are approximately \$7.2 million under plan. However, \$4.3 million has been encumbered but not yet paid, resulting in expenses being approximately \$2.9 million under plan.

Approval was requested for actual operating expenses of \$3,721,545.12 for the month of December 2005 with cumulative totals amounting to \$83,014,276.69 as confirmed by the Hamilton County Cash Disbursement Journal. **Mr. Harsh moved that the Board approve the actual operating expenses for the month of December 2005. Mr. Miller seconded the motion and it passed unanimously.**

Approval was requested for estimated operating expenses of \$7,704,458.00± for the month of January 2006, subject to final approval by the Board upon confirmation by the Hamilton County Cash Disbursement Journal. **Mr. Hall moved that the Board approve the tentative operating expenses for the month of January 2006. Mr. Miller seconded the motion and it passed unanimously.**

Approval was requested for estimated operating expenses of \$7,704,458.00± for the month of February 2006, subject to final approval by the Board upon confirmation by the Hamilton County Cash Disbursement Journal. **Mrs. Sundermann moved that the Board approve the tentative operating expenses for the month of February 2006. Mr. Miller seconded the motion and it passed unanimously.**

UNFINISHED BUSINESS

None

NEW BUSINESS

Ms. Phipps presented the Board with a memorandum from Malti Patel, Director of Quality Assurance, stating that agency systems and safeguards to preserve confidentiality of information had been reviewed by QA staff and that the agency is in compliance with all rules.

Board approval was requested for a resolution declaring our intent to provide educational services in partnership with local school districts who agree to pay the designated portion for eligible children ages six through twenty-one for the 2006-2007 school year. Annual approval of this resolution is a requirement of Ohio Revised Code 5126.04(D). **Mrs. Sundermann moved approval of the Resolution to Provide Educational Services for Children. Mr. Hall seconded the motion and it passed unanimously.**

Board approval was requested for the 2006 Annual Action Plan. **Mr. Miller moved approval of the 2006 Annual Plan as presented. Mr. Hall seconded the motion and it passed unanimously.**

Beth Luensman, Administrative Assistant, presented a summary of the actions of the Ethics Council to the Board. Ms. Luensman reported that the Council has received and approved two requests.

- 1) Sandra Jones, a staff member at Kidd Adult Center, is requesting approval to work at New Hope and Horizons, a contracted residential provider. Ms. Jones would like to work there in the evenings assisting with daily living skills and community outings. Sandra would be working with an individual who attends Kidd Center, but the individual is not on Sandra's work line.
- 2) Pamela Simowitz-Weber, an instructor at Rost School, is requesting approval to work for Cincinnati Public Schools 5 hours per week providing instruction to two students. These students do not attend Rost School.

Mr. Hall moved for Board ratification of the actions of the Ethics Council as presented. Mr. Miller seconded the motion and it passed unanimously.

Ms. Phipps presented the following two-year contracts for approval.

Todd Bowersock – Supervisor, Community Services, 2/12/06 – 2/11/08
Paul Hartfiel – Financial Manager, Business Services, 2/15/06 – 2/14/08
Keith Luken – Financial Manager, Community Services, 3/5/06 – 3/4/08

Mrs. Sundermann moved approval of the two-year management contracts for Todd Bowersock, Paul Hartfiel and Keith Luken as presented. Mr. Miller seconded the motion and it passed unanimously.

HEARING THE PUBLIC

None

ADJOURNMENT

Finding no further business, Mrs. Goering declared the meeting adjourned at 5:35 p.m.

Respectfully,

Mrs. Shelley Goering
President

Mrs. Lynn Sundermann
Secretary